

Missouri Department Of Elementary And Secondary Education
Certification Requirements For

ADULT EDUCATION AND LITERACY TEACHER CERTIFICATE I

- I. An Adult Education and Literacy Teacher (AEL-I) certificate may be issued and renewed an unlimited number of times. The AEL-I is valid for a period of three (3) years from the effective date on the certificate to individuals meeting the following requirements:
- A. Completion of a baccalaureate degree from a state approved four-year college/university (B.A. or B.S.); and
 - B. Successful completion of the AEL Beginning Teacher Workshop (BTW).
 - C. To maintain eligibility for reimbursement from Adult Education funds during the valid dates on the initial AEL-I, certificate holders must meet the criteria set forth in the Adult Education and Literacy Individual Professional Development Plan (AEL IPDP) as defined in the Adult Education State Plan. The AEL IPDP must be submitted to their immediate supervisor and then to the Adult Education Section, Department of Elementary and Secondary Education for approval.
 - 1) Successful completion of the AEL Intermediate Teacher Workshop (ITW) subsequent to the BTW.
 - 2) Attend the AEL Experienced Teacher Workshop (ETW) subsequent to the ITW.
 - 3) Attend one (1) in-service, per year, approved by the Adult Education Section, Department of Elementary and Secondary Education.
 - 4) Attend other training as may be required by the Adult Education Section, Department of Elementary and Secondary Education.
- II. Renewal of Certificate--The AEL-I may be renewed an unlimited number of times valid for three (3) years and also meet the requirements to maintain eligibility for reimbursement by completing the Adult Education and Literacy Individual Professional Development Plan (AEL IPDP) as defined in the Adult Education State Plan. The appropriate form is to be submitted to the Adult Education Section, Department of Elementary and Secondary Education after meeting the following requirements:
- A. Successful completion of two (2) of three (3) annual AEL Experienced Teacher Workshops (ETW).
 - B. Successful completion of one (1) in-service, per year, approved by the Adult Education Section, Department of Elementary and Secondary Education.
 - C. Attend other training as may be required by the Adult Education Section, Department of Elementary and Secondary Education.

ADULT EDUCATION AND LITERACY TEACHER CERTIFICATE II

- I. An Adult Education and Literacy Teacher (AEL-II) certificate may be issued and renewed an unlimited number of times. The AEL-II is valid for ten (10) years from the effective date on the certificate to individuals meeting the following requirements:
 - A. Possession of a valid AEL-I certificate.
 - B. A minimum of six (6) years AEL teaching experience.
 - C. Completion of twelve (12) credit hours related to Adult Education and Literacy and approved by the Department of Elementary and Secondary Education.
An exception from this twelve (12) semester hour requirement exists if the certificate holder has already earned a master's or higher degree.
 - D. To maintain eligibility for reimbursement from Adult Education funds during the valid dates on the AEL-II, certificate holders must meet the criteria set forth in the Adult Education and Literacy Individual Professional Development Plan (AEL IPDP) as defined in the Adult Education State Plan. The AEL IPDP must be submitted to their immediate supervisor and then to the Adult Education Section, Department of Elementary and Secondary Education for approval.
 - 1) Successful completion of seven (7) of ten (10) annual AEL Experienced Teacher Workshops (ETW).
 - 2) Successful completion of one (1) in-service, per year, approved by the Adult Education Section, Department of Elementary and Secondary Education.
 - 3) Attend other training as may be required by the Adult Education Section, Department of Elementary and Secondary Education.
- II. Renewal of Certificate-- The AEL-II may be renewed an unlimited number of times valid for ten (10) years and also meet the requirements to maintain eligibility for reimbursement by completing the Adult Education and Literacy Individual Professional Development Plan (AEL IPDP) as defined in the Adult Education State Plan. The appropriate form is to be submitted to the Adult Education Section, Department of Elementary and Secondary Education after meeting the following requirements:
 - A. Successful completion of seven (7) of ten (10) annual AEL Experienced Teacher Workshops (ETW).
 - B. Successful completion of one (1) in-service, per year, approved by the Adult Education Section, Department of Elementary and Secondary Education.
 - C. Attend other training as may be required by the Adult Education Section, Department of Elementary and Secondary Education.